CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

purchasing@newtonma.gov Fax (617) 796-1227

September 22, 2009

ADDENDUM #1

INVITATION FOR BID #10-09

ANNUAL – CLEANING & MAINT. FOR CULTURAL CENTER @ CARR SCHOOL

THIS ADDENDUM IS TO:

- 1. Provide changes to the Specifications
- 2. Provide a list of bidders at the Mandatory Pre-Bid
- 3. Answer the following questions
- 4. Provide a REVISED Bid Form

DESCRIPTION OF SERVICE: The **HOURS** of Cleaning Services has CHANGED to:

Work is to commence at 8:00 p.m. The Contractor will be responsible for alarming and securing the building at the end of the shift.

These are the contractors that were present at the Pre-Bid Conference and will be allowed to bid.

| Attendee | Company Name | Fax# |
|-----------------------|------------------------------|---------------------|
| Joseph Borgasano | Jani/King International | 781-272-2295 |
| Manny deSousa | Enserv | Cell-508-400-4550 |
| Robert Jones | Intact | Cell – 508-415-9512 |
| Jack Hauswirth | Cleanco Maint. Corp. | 781-890-2466 |
| Michael Ivie | CleanNet USA | 781-279-3766 |
| Marcello Pompo | M&M Cleaning Inc. | 781-723-0302 |
| Max Fontes | M&M Contract Cleaning Inc. | 508-427-4797 |
| Luis Fernando Martins | JCL Commercial Services Inc. | Cell – 617-259-5536 |

- Q1. Regarding the quarterly, semiannual and annual cleaning tasks on page 17 of the bid package. It states at the top of the page that it is the responsibility of the bidder to verify the actual size of the areas to be cleaned. However, during the meeting it was required that all bidders remain together during the pre-bid site visit. The question is, do those services need to be included with the annual price or can they be billed as needed. A price per square foot would be the only other option unless an exact square footage for VCT, wood, carpet and concrete flooring is provided. Are those numbers on file somewhere? Can they be provided to the bidders involved?
 - A1. Please reference the BID FORM, each task is priced out "Per Day" and can only be billed per frequency.
- Q2. Also, is the 20,500 sf including the ground level, second floor and lower levels?
 - A2. It is the responsibility of the bidder to verify the actual size of the individual areas to be cleaned.

Q3. How many people were on the cleaning crews for the previous provider?

A3. 1-2

Q4. Is there going to be a place on site to store equipment/chemicals?

A4. No

Q5. Are the prices for this contract in previous years being posted?

A5. They are available online at: http://www.ci.newton.ma.us/purchasing/prev_bids_2006.html look under Bid "#06-52 RESULTS"

Q6. Optional-daily tasks on Sat & Sun, only lists pricing, is there a number of hours to be quoted or will a price per hour suffice?

A6. These tasks are the same as the "Daily Tasks" in line item 1 of the Bid Form, only they may be asked to be performed on a Saturday or Sunday and will be billable on a per day rate.

Q7. Is there a bid deposit required to send with the bid?

A7. Please reference paragraph 8 of the Invitation For Bid page.

Q8. Will it be awarded to lowest and most responsible bidder?

A8. Please reference paragraph 6 of the Invitation For Bid page.

Q9. According to the floor plans, there are rooms not required to be cleaned, and since the floor plan and room numbers from each room do not match, can you tell us what rooms are not to be cleaned?

A9. All rooms/areas with a hatched line through them are to be cleaned. Those without a hatched line are NOT to be cleaned.

Q10. Could specify what is required as far as bid bonds and or performance bonds? It was stated at the site visit that a 50% performance bond is needed upfront and to be built into the contract. But on page 4 it states bid bond deposit shall be submitted in the amount specified in the invitation for bids. But no amount was specified.

A10. Please reference paragraph 8 and 9 of the "Invitation For Bid" page (pg.2). Bid surety is NOT required; 50% Performance Bond will be required at the time of award.

Q11. Large Gym – Who will be responsible to move the toys (off the floor daily)?

A11. The building tenants

A REVISED BID FORM follows this page. ALL bidders must submit the REVISED BID FORM with their bid as an additional "OPTIONAL TASK" has been added. The additional Optional Task is for the Stripping and Sealing of Wood Floors and the definition of stripping and sealing in the specifications will hold true for these services.

All other terms and conditions of this bid remain unchanged

PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM

Thank you.

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Chief Procurement Officer

CITY OF NEWTON

DEPARTMENT OF PURCHASING

REVISE BID FORM # 10-09

A. The undersigned proposes to supply and deliver the materials and/or equipment and/or supplies specified below in full accordance with the Contract Documents and Project Manual supplied by the City of Newton entitled:

CLEANING AND MAINTENANCE OF THE CULTURAL CENTER AT CARR SCHOOL

for the contract price(s) specified below, subject to additions and deductions according to the terms of the specifications.

| | Unit Cost Per day | | Anticipated Frequency | Total |
|------------------------|----------------------|-----------|-----------------------|-------------------|
| Daily Tasks | \$ | X | 260 | =\$ |
| Weekly Tasks | \$ | X | 52 | =\$ |
| Semi-Annual Tasks | \$ | X | 2 | =\$ |
| Annual Tasks | \$ | X | 1 | =\$ |
| | | Total | Annual Price | \$ |
| Optional – Daily Tasks | done on a Saturda | ay/Sunday | 7 | |
| | \$ | per da | ny X 1 | =\$ |
| Optional – Stripping a | nd Sealing of W | ood Flooi | rs (Auditorium, L | arge & Small Gyms |
| | \$ | per fi | equency X 1 | =\$ |

REVISE BID FORM # 10-09

D. The undersigned has completed and submits herewith the following documents:

| | | Diddei | s Quan | ncauon r | orin and K | ererence | es, 2 pages | | | | | | |
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| NOTE | ŗ | artnersh | ip, give from bu | full name | s and resid | lential ac | ddresses of | all partner | rs; if an in | , and affix odividual, glentity. Att | ive reside | ntial addre | |

END OF SECTION